



# K A N S A S

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## MEMORANDUM

**TO:** HR Community  
**FROM:** Jack Rickerson  
**DATE:** August 2, 2005  
**SUBJECT:** Follow-up to HR Conference

Once again, thank you for participating in Friday's HR Conference. We continue to appreciate your involvement and commitment.

Even though we ended early, we didn't have near enough time to talk about compensation. Had we not had a range of other updates we needed to share with you, we would have dedicated the entire day to talk about compensation issues. While I haven't yet had the opportunity to review all the flip chart materials, my sense is that we didn't have a clear consensus on any of the options we listed.

If you will recall, we talked about the following options:

- 1) General increase;
- 2) action to relieve the salary compression that has resulted from the moratorium on step movement;
- 3) some type of pay bump for those whose take home pay is reduced as they begin to contribute to the Retirement System;
- 4) discretionary pay, for performance; and
- 5) making movies available for study action(s).

It will be important for you to follow-up with a note to us on your thoughts/your agency's thoughts on which option, or combination of options, you support, and why. It will work for us if you want to take advantage of the regional meetings to discuss pay philosophy (please see the next paragraph) to also discuss pay options for FY 2007. We welcome all suggestions, whether they are from an individual or a group.

We will appreciate you following-through with your regional meetings to discuss and form a recommendation for a State of Kansas pay philosophy you can send to us (Ken Otte) by August 26. Ken will be out and about a lot then, so please copy Karen Watney on your messages to him. Karen will be sending everyone a list of coordinators, and copies of the regional map and instructions we handed out. Whether you did or did not make the meeting last Friday, please contact the coordinator listed for your region to see how you can be involved in the effort. Since we had no one from Region 1 at the meeting, we'll be sending the HR people from that region an additional message to explain what we are up to. Again, please call or e-mail Karen or Ken if you have questions as you start your work. I imagine we all feel that it would be most logical to adopt a pay philosophy before we make pay recommendations for FY 2007. However, the process of choosing a pay philosophy will involve a number of discussions at levels beyond ours and will take time. Still, I suspect whatever we recommend in terms of options we can pursue in FY 2007 will fit within the philosophy we finally decide.

Following-up on other issues:

- Please be sure to get Kraig Knowlton (within the next two weeks) your thoughts on the proposal to establish a return from disability capability, and the draft communication and regulations that support that proposal.
- Since we have modified our contract to our LIFELINE vendor, AlternativesEAP, to incorporate the Fit for Duty capability, we will get out final instructions and guidelines for that program as soon as we can.
- Another reminder that Richard Young welcomes the opportunity to talk with you, or you and your management team, about the capacity building model that was in your packets.
- MQ's will be set for all job classes yet this month. I realize my position on the MQ's (equating a degree to one year of relevant work experience) is controversial with some. While no one objects to specifically identifying relevant experience or education, I realize some would prefer that education be weighted more heavily. As I indicated at the meeting, DPS' position is based on the state's need to be inclusive and to provide the opportunity to consider a wider range of qualified candidates. We believe that position offers agencies the greatest level of flexibility. Agencies will continue to have the flexibility to screen down large applicant pools using preferred criteria. At the same time, they will have the option to consider qualified candidates when those pools are not so large. And, an agency will, in deciding preferred screening and/or selection criteria, have the flexibility to decide what is "relevant," in terms of type and amount of experience or education, when a MQ reads "Education may be substituted for experience as determined relevant by the agency" or "Experience may be substituted for education as determined relevant by the agency" – with the condition that the agency can defend its position if challenged.

I've given considerable thought to this issue, and about what a number of you said prior to and at the conference. **I'm changing my/DPS' position.** I/we will now consider a degree (in a relevant field) to be equal to two years of relevant experience, instead of one. That matches up pretty well with the standards the state had years ago, but would not require the same amount of effort to equate hours (of selected coursework) to months of experience.

Instead, it assumes that a degree requires at least 24 semester hours of coursework in the field of study represented by a degree. I'm assuming most of you who were concerned about equating a degree for one year of relevant experience will find this change acceptable. I'd like to hear from you if you don't.

- Related to that issue, Ray Lauber (from Commerce) was right about the "Guidelines for Above Step Hires Based on Exceptional Qualifications" – they do indicate that one additional salary step may be offered if the candidate has an Associate of Arts degree, which is relevant (if no college is required in the MQ). They also indicate that two additional salary steps may be offered if the candidate has a Bachelor's degree, which is relevant (if no college is required in the MQ). I was thinking we would have to change those guidelines but, given the change in position described above, I now don't think we need to do that.
- Our efforts to broadband and dramatically reduce the state's classifications will be challenging. We believe that action is essential to ensuring that we have equitable classification and compensation systems. We also believe that, even though we will need to do considerable work on a supporting compensation system, we can get to a broadbanded classification system with minimal costs.
- Thank you for your thoughts on topics for information sessions that we, with your help, can provide across the state. Attached are flip chart notes on the topics suggested. We will begin working on what you have identified. We will be calling on you for help.
- Finally, for those of you who weren't at the conference, or for those of you who tossed your stuff immediately after leaving the meeting, you can find all those handouts at:

<http://da.state.ks.us/ps/subject/arc/memos/July29hrmtg/jul29conference.htm>

Included are copies of the materials that were handed out at the meeting. If any of you have difficulty assessing any of the documents, please call Heather Richardson at (785) 296-2541.

**Phone numbers and e-mail addresses you will need to respond to the issues listed above:**

**Kraig Knowlton** - (785) 296-1082 or email [kraig.knowlton@da.state.ks.us](mailto:kraig.knowlton@da.state.ks.us)  
**Ken Otte** – (785) 296-4383 or email [ken.otte@da.state.ks.us](mailto:ken.otte@da.state.ks.us)  
**Jack Rickerson** – (785) 291-3280 or email [jack.rickerson@da.state.ks.us](mailto:jack.rickerson@da.state.ks.us)  
**Karen Watney** – (785) 296-4384 or email [karen.watney@da.state.ks.us](mailto:karen.watney@da.state.ks.us)  
**Richard Young** – (785) 296-2033 or email [richard.young@da.state.ks.us](mailto:richard.young@da.state.ks.us)

Attachment

# STATEWIDE HUMAN RESOURCE MEETING

July 29, 2005

## HR Informational Sessions/ Hot Topics

- ◆ Employee Recognition and Rewards
- ◆ FLSA Training
- ◆ Classification Reviews:
  - ◆ Where organizations are headed
  - ◆ Independence
  - ◆ Customized/ Agency Position Descriptions
- ◆ Employee Morale
- ◆ Domestic Partner Benefits
- ◆ New and Innovative Recruitment and Retention Strategies
- ◆ Mediation: Share Resources and Facilitation with agencies
- ◆ Flexible Work Schedules
  - ◆ Telecommuting: Work from home
- ◆ Cultural Diversity Activities
- ◆ Dress Codes
- ◆ FMLA / Related Employee Performance Issues
- ◆ Short-term Disability / Income Protection update
- ◆ Discipline Without Punishment
- ◆ Continuing Education